

**BALTIMORE COUNTY REAL ESTATE COMPLIANCE**  
**APPLICATION FOR THE CLOSURE/OPENING OF A ROAD/ALLEY**

Petitioner: \_\_\_\_\_

Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Engineer: \_\_\_\_\_

E-mail addresses:

Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

Attorney: \_\_\_\_\_

Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

The Petitioner, as evidenced by the attached package, hereby applies to Baltimore County, Maryland for the [opening/closure] of [Name of Road], which [road/alley] is situate in the [State geographic area of County, e.g., Rosedale] area of the \_\_\_\_\_ Election and \_\_\_\_\_ Councilmanic Districts of Baltimore County.

- ( ) [Name of Road] is laid out on a Plat entitled [Name of Plat] and recorded in Plat Book No. \_\_\_\_\_, folio \_\_\_\_\_ and said [road/alley] was not reserved; or
- ( ) [Name of Road] is/is not owned by Baltimore County; or
- ( ) [Name of Road] is/is not maintained by Baltimore County.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_(SEAL)  
Petitioner

## **ROAD CLOSING PROCEDURES**

Pursuant to Article 18, Title 3, Section 302 of the Baltimore County Code, 2015, as amended, an individual or entity may petition the County to open or close a road or alley by filing an application with the County.

1. The package is submitted to the Baltimore County Real Estate Compliance and must contain the following:
  - a. An application for closure or opening of a road or alley;
  - b. A Notice of Closure or Opening;
  - c. A mylar prepared bearing the name of the plat, signed and sealed by a registered surveyor depicting the area of closure or opening. The area on the mylar must be hatched correctly (See attached Exhibit A) and must contain the correct nomenclature;
  - d. A Metes and Bounds description of the closure or opening area signed and sealed by a registered surveyor;
  - e. A certified check payable to "Baltimore County, Maryland" in the amount of \$820.....00 (which represents the **non-refundable** processing fee); and
  - f. A Certificate of Ownership or a certified Title Examination, which identifies the fee simple owner of the roadbed.
2. After Real Estate Compliance receives the package, the mylar and metes and bounds description will be forwarded to its drafting section for review, and the Notice and the description of the closure/opening area will be circulated to the appropriate agencies for their review and comment.
3. If no objections are received and no revisions to the mylar are required, Real Estate Compliance will contact the appropriate parties to schedule a date for a road closing/opening hearing before the County Administrative Officer or the County Administrative Officer's designee.
4. The road closing/opening hearing will not be scheduled if:
  - a. Any objection(s) are received from County agencies and the Petitioner has not resolved the same, and/or
  - b. Necessary revisions identified by Real Estate Compliance have not been completed to the mylar and signed and sealed by the surveyor, and/or
  - c. Any additional requirements for the road closing application have not been met.
5. The Petitioner submitting the application for the closure/opening, at its **sole discretion and risk**, may:
  - a. Request that Real Estate Compliance, upon completion of its drafting review, set the hearing date; and
  - b. Commence notice and advertising.

However, if comments from the drafting section and/or agencies necessitate adjustments in the closure/opening area, which increase or substantially change the closure/opening areas, the hearing will be recessed. The hearing will be reconvened at a later date after any additional advertising and/or changes have been completed.

6. The Petitioner must serve Notice of its intention to close or open a road or alley by:
  - a. Publication in one or more newspapers of general circulation for three (3) successive weeks setting forth:
    - (i) The length, location, and termini of the road;
    - (ii) The names and addresses of any and all property owners whose properties abut the section of road at issue;
    - (iii) The date that the Petitioner will appear before the County Administrative Officer or the County Administrative Officer's designee to offer testimony as to the intent and purpose of the closure/opening and ask for a decision on its petition.
  - b. Serving a copy of the published notice via certified mail or private service to the property owners whose property abuts the road/alley to be closed/opened, the Baltimore Gas and Electric Company, Comcast Cablevision of Baltimore County, and Verizon Communications. In the event personal service to the property owners of the property that abut road/alley to be closed/opened is not practicable, the notice may be left on the premises with the person in charge of the premises.
  - c. If the road/alley being petitioned to close or open abuts a State highway or State Highway Administration or States Roads Commission property, send a copy of the Notice of Road Closing/opening, via certified mail, to the Maryland State Highway Administration, Attn: Director, Office of Real Estate, 707 N. Calvert Street, Baltimore, Maryland 21202.
7. Petitioner shall, at its sole cost and expense, contract for the services of a Court Reporter to transcribe the proceedings of the hearing, and shall arrange for a copy of the transcript, preferably in miniscript format, to be provided to the County within ten (10) business days of the date of adjournment of the hearing. The verified transcription will become the official record of the hearing. In addition, within ten (10) days of the date of adjournment of the hearing, petitioner shall submit to the County, in a format acceptable to the County, Petitioner's statement of Proposed Findings of Fact and Conclusions of Law.

If Petitioner believes that Petitioner is unable to bear the costs and expenses of proceeding, as set forth hereinabove, Petitioner shall submit to the County, at least twenty-one (21) days prior to the scheduled hearing, a request that Petitioner be permitted to proceed *in forma pauperis*, setting forth the facts and grounds supporting Petitioner's request. Such a request shall not be granted unless the facts and grounds set forth therein, clearly and convincingly, in the sole discretion of the County, demonstrate Petitioner's inability to proceed except by grant of the request. Denial of the request shall not be grounds for an appeal.

8. On or before the last date for publication of the notice, the Petitioner seeking to have a road or alley opened or closed shall file with the County:
  - a. The petition signed by the Petitioner applying for road/alley closure. However if the person(s) or entity is petitioning for a road or alley opening, all adjoining property owners and the person(s) or entity must join in the Petition and execute same as evidence of their agreement to bear the cost of the road improvements required as a result of the road or alley opening; and

- b. A certificate of publication of the notice; and
  - c. A certificate of service by the person serving the notice **(i.e., original green certified receipts and/or certificate of service).**
9. Please note that if the closure area is owned by Baltimore County and intended to be purchased either by the person(s), entity and/or adjoining property owner(s), said notice of such intent may be included in the publication by setting forth the appropriate citation of the Baltimore Code.
10. Please be advised that the closing of a road does not transfer ownership and does not change any private easement rights. If ownership information is needed, it is the responsibility of the Petitioner to obtain this information at petitioner's expense.
11. Please be advised that Baltimore County will only hold a road closing/opening hearing if: (1) the road/alley is laid out and shown on a record plat (and the owner has not expressly reserved the roadbed); (2) Baltimore County maintains said road; or (3) Baltimore County owns the road/alley. Prior to submittal of a request to close a road, the inquirer must contact the Records Management Section (410-887-3263) to verify ownership of said road. Please note that anyone having an objection may attend the hearing and state such objections to the closure/opening to the hearing officer.

Finally, after the hearing is concluded and the Hearing Officer has made his decision, and the Division of Real Estate Compliance has received the required transcript and statement of Proposed Findings of Fact and Conclusions of Law, the hearing officer will prepare and order. Once the order has been executed, a signed copy will be sent to everyone on the attendance list, the original will be forwarded by Real Estate Compliance to the Clerk of the Court, Recording Department, for recording after the thirty (30) day appeal period has expired.

THE PETITIONER IS SOLELY RESPONSIBLE FOR ANY AND ALL COSTS ASSOCIATED WITH THIS PROCEEDING.

For your convenience included herewith are forms, together with the Road Closing/Opening Checklist, to assist you in the preparation of the above-captioned road closing procedures. If any additional information is needed, please feel free to contact Real Estate Compliance at 410-887-3251.



## Exhibit A

AREA TO BE CLOSED		BUREAU OF LAND ACQUISITION	
		DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT	
BALTIMORE COUNTY		FEDERAL PROJECT NO.	
DISTRICT NO.	POSITION SHEET NO.	MARYLAND PROJECT NO.	
CONSTRUCTION PLAN NO.			
APPROVED . . . . . DIRECTOR OF PUBLIC WORKS	<div style="display: flex; justify-content: space-between;"><div> AREA TO BE ACQUIRED</div><div> EXISTING COUNTY R/W</div></div>	DATE . . . . . SURVEYOR	
DATE . . . . .	<div style="display: flex; justify-content: space-between;"><div> REVERTIBLE SLOPE EASEMENT</div><div> AREA TO BE RELEASED</div></div>	DATE . . . . . REG. NO.	
APPROVED . . . . . CHIEF, BUREAU OF LAND ACQUISITION	<div style="display: flex; justify-content: space-between;"><div> TEMPORARY CONSTRUCTION AREA</div><div> TEMPORARY SLOPE EASEMENT</div></div>	SHEET	
DATE . . . . .	ITEM NO.	RECORDED	SCALE:
			B.C. JOB ORDER NO.
APPROVED . . . . . DIVISION OF DRAFTING		DRAWN BY	
DATE . . . . .		PLAT CHECKED	
		AREA CHECKED	
		TITLE CHECKED	
			REVISIONS



## **CHECKLIST FOR APPLICANTS**

Application is submitted to the: Real Estate Compliance, PAI  
County Office Bldg., Room 112  
111 W. Chesapeake Avenue  
Towson, Maryland 21204

The applicant's package must contain:

- \_\_\_\_\_ A signed original and copy of Notice of Closure or Opening
  - \_\_\_\_\_ Completed Certificate of Title (see attached format for requirements)
  - \_\_\_\_\_ Metes and Bounds description
  - \_\_\_\_\_ A Mylar signed and sealed by a registered surveyor together with a copy of the mylar indicating:
    - \_\_\_\_\_ P.O.B.
    - \_\_\_\_\_ Closure area must be labeled "AREA TO BE (CLOSED or OPENED)"
    - \_\_\_\_\_ Closure/opening area must be hatched (dashed hatching) correctly
    - \_\_\_\_\_ If closure area is owned by Baltimore County, a deed reference must be included on the drawing
    - \_\_\_\_\_ Drawing must include a perimeter description
    - \_\_\_\_\_ Specify acreage, rounded to the nearest 3rd decimal point, and square footage
    - \_\_\_\_\_ If road is laid out on a plat, include plat name and reference
  - \_\_\_\_\_ Certified Check for \$820.00 sent to Real Estate Compliance payable to "Baltimore County, Maryland"
  - \_\_\_\_\_ Scheduled placement of notice in newspaper of general circulation for three (3) weeks allowing for sufficient time to obtain Certificate of Publication, setting forth the description of the closure area, date, time, and place of hearing.
  - \_\_\_\_\_ Prior to publication, e-mail or fax (410-887-3270) a copy of ad for County's approval
  - \_\_\_\_\_ Send letters together with copy of first publication by Certified Mail to:
    - \_\_\_\_\_ 1) All abutting property owners.
    - \_\_\_\_\_ 2) All Utilities--BGE, Verizon & Comcast Cable.
    - \_\_\_\_\_ 3) If abuts State Highway, to SHA, 707 N. Calvert Street, Baltimore, MD 21202
  - \_\_\_\_\_ Obtain services of Court Reporter for recording proceedings at the hearing.
- On or before the last day of publication** submit the following to Real Estate Compliance:
- \_\_\_\_\_ Submit Petition for Road Closing executed by all parties. Please note that if the area to be opened affects more than the Petitioner, then all parties affected by the opening must join in the petition to evidence their agreement to bear the cost of any and all improvements in connection with the road opening.

\_\_\_\_\_ Original Certificate of Publication from newspaper submitted twenty four (24) hours prior to hearing.

\_\_\_\_\_ Original Certified Receipts showing proof of Delivery (green copies) and copies of letters with attachments sent to:

\_\_\_\_\_ 1) All abutting property owners.

\_\_\_\_\_ 2) All Utilities--BGE, Telephone & Cable.

\_\_\_\_\_ 3) If abuts State Highway, to SHA, 707 N. Calvert Street, Baltimore, MD 21202.

\_\_\_\_\_ Submit transcript of Hearing proceedings and statement of Proposed Findings of Fact and Conclusions of Law.

*(Sample notice to abutting property owner)*

DATE

Re: \_\_\_\_\_

Dear \_\_\_\_\_:

Enclosed herewith, please find a notice of road (closing/opening) and accompanying \_\_\_\_\_ concerning the closing of the above-captioned [name of road].

If you, as an abutting property owner, have any objections to the closing/opening, you may appear at the hearing on the date and time shown in the notice to make your objections known and/or submit your objections in writing prior to the hearing.

In the event of inclement weather, please contact Real Estate Compliance at (410) 887-3251 to determine status of hearing.

If you have any questions, please contact Real Estate Compliance at any time.

Sincerely,

Petitioner

Enclosure



*(Sample notice to BGE)*

DATE

Baltimore Gas and Electric Company  
Attn: Right-of-Way Specialist, Real Estate  
1068 N. Front St, Room 302  
Baltimore, Maryland 21202

RE: Road Closing  
Portion of \_\_\_\_\_  
in the \_\_\_\_ Election District

Dear Mr. Meeker:

Enclosed herewith, please find a Notice of Road (Closing/Opening) and a drawing/plat with regard to the closing/opening of the above-captioned road located in the \_\_\_\_\_ Election District of Baltimore County.

If BGE has any objections to the proposed closure/opening, said objections must be submitted in writing to Real Estate Compliance, County Office Building, 111 West Chesapeake Avenue, Room 112, Towson, Maryland 21204 at least 48 hours prior to the date of the hearing. A representative of BGE should attend in order to explain the reasons for its objection and/or answer questions.

In addition, please provide information regarding the existence of any and all aerial and/or underground utilities located within said road. In the event we do not hear from you prior to the road closing/opening hearing, we will assume BGE has no objections to the closure/opening and/or utilities located within the roadbed.

Please be advised that failure to respond could result in BGE losing any right to have their facilities located or remaining within the bed of the road.

Thank you for your attention and cooperation in this matter.

Very truly yours,

Petitioner

Enclosures

*(Sample notice to cable/internet provider)*

DATE

Comcast Cablevision of Baltimore County  
Attn: Community Relations  
8031 Corporate Drive  
White Marsh, Maryland 21236

RE: Road Closing  
Portion of \_\_\_\_\_  
in the \_\_\_\_\_ Election District

Dear Comcast:

Enclosed herewith, please find a Notice of Road (Closing/Opening) and a drawing/plat with regard to the closing/opening of a portion of the above-captioned road located in the \_\_\_\_\_ Election District of Baltimore County.

If Comcast has any objections to the proposed closure/opening, said objections must be submitted in writing to Real Estate Compliance, County Office Building, 111 West Chesapeake Avenue, Room 112, Towson, Maryland 21204 at least 48 hours prior to the date of the hearing. A representative of Comcast should attend in order to explain the reasons for its objection and/or answer questions.

In addition, please provide information regarding the existence of any and all aerial and/or underground utilities located within said road. In the event we do not hear from you prior to the road closing hearing, we will assume Comcast has no objections to the closure/opening and/or utilities located within the roadbed.

Please be advised that failure to respond could result in Comcast losing any right to have their facilities located or remaining within the bed of the road.

Thank you for your attention and cooperation in this matter.

Very truly yours,

Petitioner

Enclosures

*(Sample notice to telephone/internet provider)*

DATE

Verizon Communications  
Attn: Real Estate Department  
1 Verizon Way  
Basking Ridge, New Jersey 07920

RE: Road Closing  
Portion of \_\_\_\_\_  
in the \_\_\_\_\_ Election District

To whom it may concern:

Enclosed herewith, please find a Notice of Road (Closing/Opening) and a drawing/plat with regard to the closing/opening of a portion of the above-captioned road located in the \_\_\_\_\_ Election District of Baltimore County.

If Verizon has any objections to the proposed closure/opening, said objections must be submitted in writing to Real Estate Compliance, County Office Building, 111 West Chesapeake Avenue, Room 112, Towson, Maryland 21204 at least 48 hours prior to the date of the hearing. A representative of Verizon should attend in order to explain the reasons for its objection and/or answer questions.

In addition, please provide information regarding the existence of any and all aerial and/or underground utilities located within said road. In the event we do not hear from you prior to the road closing hearing, we will assume Verizon has no objections to the closure/opening and/or utilities located within the roadbed.

Please be advised that failure to respond could result in Verizon losing any right to have their facilities located or remaining within the bed of the road.

Thank you for your attention and cooperation in this matter.

Very truly yours,

Petitioner

Enclosure

*(Sample petition)*

IN THE MATTER OF	*	BEFORE THE
THE CLOSING/OPENING OF		
A PORTION OF _____	*	COUNTY EXECUTIVE
IN THE __TH ELECTION DISTRICT,		
___TH COUNCILMANIC DISTRICT	*	FOR
RC -	*	BALTIMORE COUNTY

\* \* \* \* \*

# PETITION FOR ROAD CLOSING/OPENING

The Petition of [Petitioner's Name], for the closing/opening of a portion of [Name of Road] in the \_\_\_\_\_ Election and \_\_\_\_\_ Councilmanic Districts of Baltimore County, Maryland AS SHOWN ON drawing and generally described as follows:

\*\*\* SAMPLE OF DESCRIPTION

\*\*\* Substitute with name/description of road you intend to close/open

Being a parcel of land 20 feet wide running in an easterly direction approximately 220 feet, more or less, from the intersection with the East side of \_\_\_\_\_ Road, more or less, measured South 87 1/2 degrees East along the center line of \_\_\_\_\_ from the East side of \_\_\_\_\_ Road, thence running easterly along the rear portions of numbers 4, 6, 8, 10, 12, and 14 \_\_\_\_\_, and the rear portions of numbers 8, 10, 12, 14, 16, 18, 20, 22, 26, 30 and 32 \_\_\_\_\_ Avenue a distance of 523 feet, more or less:

+++ And for reasons for the closing/opening states the following:

(+++ All reasons for closing/opening may not apply to your road closing/opening)

1. That said portion of said road is/is not necessary for public travel.
2. That said road is of no use to anyone other than Petitioner and the adjacent property owners.
3. That said road constitutes a nuisance to the Petitioner in that they are the only persons using the same.
4. Specify intended use of area after closure/opening.
5. And for such other and further reasons as shall be presented at the time of the hearing.

WHEREFORE, Your Petitioner prays:

That said road as previously described herein be closed/opened.

\_\_\_\_\_, Petitioner  
(address)

(Sample notice)

IN THE MATTER OF  
THE CLOSING/OPENING OF

\* BEFORE THE  
\* COUNTY EXECUTIVE

\_\_\_\_ ELECTION DISTRICT,  
\_\_\_\_ COUNCILMANIC DISTRICT  
RC - \_\_\_\_\_

\* FOR  
\* BALTIMORE COUNTY

\* \* \* \* \*

NOTICE OF ROAD CLOSING/OPENING

TO WHOM IT MAY CONCERN:

Pursuant to Article 18, Title 3, Subtitle 302 of the Baltimore County Code of 2015, as amended, [Petitioner's Name] intends to close/open a portion of [Name of Road], in the \_\_\_\_\_ Election and \_\_\_\_\_ Councilmanic Districts of Baltimore County, Maryland.

\*\*\* SAMPLE OF DESCRIPTION

\*\*\* Substitute with description of road you intend to close/open

Beginning for the same at a point on the southernmost boundary, or North 74 12' 06" West 244.99 feet line of the subdivision plat of \_\_\_\_\_, Plat \_\_\_\_ as now recorded in the Plat Records of Baltimore County, Maryland in Liber \_\_, folio \_\_, said point being the intersection of the boundary line between Rossville Boulevard and Parcel "L" as shown on the said plat, and the aforesaid southernmost line, said point also being 17.62 feet from the beginning of aforesaid southernmost line, thence binding on said southernmost line as surveyed by Baltimore County Department of Surveys in a survey dated \_\_\_\_\_, North 74 10' 14" West 22.80 feet, thence for new lines of division, Northwesterly along the arc of a curve deflecting to the right with a radius of 2251.83 feet and an arc length of 156.01 feet and a chord bearing and distance of North 24 51' 42" West 155.98 feet, said curve also being 39.5 feet East of and concentric with the base line of Rossville Boulevard as shown on Baltimore County Bureau of Engineering drawing number 85-0683, thence North 30 09' 27" East 67.48 feet, thence Easterly along the arc of a curve deflecting to the right and having a radius of 1692.95 feet, an arc length of 22.69 feet and a chord bearing and distance of North 85 57' 11" East 22.69 feet to intersect the Western boundary of Parcel "L" as shown on the first mentioned subdivision plat, said curve also being concentric with and 55 feet South of the center line of Perry Hall Boulevard as shown on Baltimore County Bureau of Engineering drawing number 85-0683, thence binding on said boundary line in a southerly direction the following two courses and distances, viz.: along the arc of a curve deflecting to the left having a radius of 84.00 feet, an arc length of 78.98 feet and a chord bearing and distance of South 10 57' 26" West 76.10 feet to a point, and along the arc of a curve deflecting to the left with a radius of 1392.39 feet, an arc length of 140.58 feet and a chord bearing and distance South 18 52' 17" East 140.52 feet to the place of beginning.

Containing \_\_\_\_\_ sq. ft., or \_\_\_\_\_ acre, more or less.

The abutting (or adjoining) property owners involved are as follows:

Mr. John Smith  
\_\_\_\_\_ Road  
Baltimore, Maryland 212\_\_\_\_

Ms. Jane Doe  
\_\_\_\_\_ Road  
Baltimore, Maryland 212\_\_\_\_

TAKE NOTICE: A hearing will be held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ AM/PM. in the conference room of Real Estate Compliance, Room 112, 111 W. Chesapeake Avenue, Towson, Maryland, 21204 for the purpose of receiving objections, if any, to the closing/opening. If you cannot be present to submit your objections, you may send your written objections via certified mail to Real Estate Compliance at the above address. Please note, however, written objections must be received by this office at least one business day prior to the date of the hearing.

ADD THE FOLLOWING FOR DECEMBER THROUGH MARCH HEARINGS:

(Please note that in the event of inclement weather, contact Real Estate Compliance at 410-887-3251 to determine if the hearing has been postponed until the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ AM/PM.)

Name(s) of Petitioner  
(address) \_\_\_\_\_  
\_\_\_\_\_

(Sample notice for publication)

**PUBLICATION OF NOTICE OF ROAD CLOSING  
BEFORE THE COUNTY EXECUTIVE OF  
BALTIMORE COUNTY**

THE CLOSING OF \_\_\_\_\_  
IN THE \_\_\_\_\_ ELECTION DISTRICT &  
\_\_\_\_\_ COUNCILMANIC DISTRICT

\* \* \* \* \*

**NOTICE OF ROAD CLOSING**

TO WHOM IT MAY CONCERN:

Pursuant to Article 18, Title 3, Subtitle 302 of the Baltimore County Code, 2015, Petitioner, \_\_\_\_\_, intends to close [insert road name] in the \_\_\_\_\_ Election and \_\_\_\_\_ Councilmanic Districts of Baltimore County, Maryland.

**DESCRIPTION OF ROAD TO BE CLOSED**

BEING all of that certain tract or parcel of land which, by a Deed dated \_\_\_\_\_ and recorded among the Land Records of Baltimore County, Maryland in Liber \_\_\_\_\_, folio \_\_\_\_\_, was granted and conveyed by \_\_\_\_\_ to Baltimore County, Maryland, said parcel is shown and designated as “\_\_\_\_\_” on a Plat entitled “\_\_\_\_\_” dated \_\_\_\_\_ and recorded \_\_\_\_\_ among the Land Records of Baltimore County, Maryland in Plat Book \_\_\_\_\_, folio \_\_\_\_\_.

ABUTTING PROPERTY OWNERS:

Name  
Address

TAKE NOTICE: A hearing will be held on \_\_\_\_\_ at \_\_\_\_\_ am/pm in the Real Estate Compliance Division, Room 110, 111 W. Chesapeake Avenue, Towson, Maryland 21204, for the purpose of receiving objections, if any, to the closing. If you cannot be present to submit your objections, you may send your written objections via certified mail to the Real Estate Compliance, County Office Building, Room 112, 111 W. Chesapeake Avenue, Towson, Maryland, 21204. Please note, however, written objections must be received by this office at least one (1) business day prior to the date of the hearing. Please note that in the event of inclement weather, contact Real Estate Compliance at 410-887-3251 to determine if the hearing has been postponed until \_\_\_\_\_.

**PETITIONER:**

By: \_\_\_\_\_  
[INSERT NAME and TITLE OF SIGNATORY]

*(REQUIRED FORMAT FOR TITLE CERTIFICATE ACTUAL DOCUMENT NEED NOT BE USED)*

TO:

FROM:

**CERTIFICATE OF TITLE**

Re:

The undersigned Attorney at Law, authorized to practice in the State of Maryland having an established office at \_\_\_\_\_, being familiar with the Land Records, Circuit Court Records, Orphan Court Records and other records of Baltimore County, has examined the foregoing records, or such of them that may relate to the title and encumbrances thereon of the road/alley herein described for a period covering at least 60 years, and certifies that said records disclose the following:

LOCATION AND GENERAL DESCRIPTION OF ROAD/ALLEY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AS APPEARING FROM LAND RECORDS: Contains \_\_+/- acre described in \_\_\_\_\_

OWNER OF ROAD/ALLEY AS APPEARING: \_\_\_\_\_

FROM THE ASSESSMENT RECORDS \_\_\_\_\_th District Acct no. \_\_\_\_\_

FEE SIMPLE TITLE VESTED IN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER INTERESTS OF RECORD: [List with applicable references or type: None] \_\_\_\_\_

REFERENCE TO DEEDS AND OTHER INSTRUMENTS BY WHICH TITLE WAS ACQUIRED: \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EASEMENTS: \_\_\_\_\_

RESTRICTIONS OR OTHER COVENANTS: \_\_\_\_\_

MORTGAGE LIENS: List all that apply or type: None \_\_\_\_\_

OTHER LIENS AND ENCUMBRANCES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Also attached are copies of all other deeds in the chain of title for at least a 60 year period.* \_\_\_\_\_

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This Certificate of Title is rendered to Baltimore County, Maryland, for its benefit, with the understanding that Baltimore County, Maryland, will rely upon the truth, accuracy and completeness of the certifications, representations and opinions herein set forth.

This certification may be relied upon by Baltimore County, Maryland, authorities. It may not be relied upon by any other person or entity without the prior written consent of the undersigned.

I FURTHER agree to indemnify, protect, and hold harmless Baltimore County, Maryland, its agents, employees, successors, and assigns from and against any and all costs, liability, penalties, fines, forfeitures, attorney's fees, judgments, and related litigation costs arising from errors and omissions contained in this certification, it being fully understood and acknowledged that Baltimore County intends to rely fully upon said certification.

It is the opinion of the undersigned that good and merchantable title vests in the aforementioned title holders of record, subject only to such easements, restrictions, covenants, and liens and encumbrances as are above mentioned and the following: (add additional comments as appropriate).

Attorney

\_\_\_\_\_(SEAL)

Name: \_\_\_\_\_(print)

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone # \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone No. \_\_\_\_\_

**PROFESSIONAL LIABILITY INSURANCE:** (\$1,000,000.00 minimum)

Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Policy Limits: \_\_\_\_\_